

CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION

REGULAR MEETING

474 BROADWAY COUNCIL ROOM

MONDAY DECEMBER 20TH 2021 9:30AM

AGENDA

Roll Call

Public Comments

Approve October and November 2021 Regular Meeting Minutes

ACCOUNTS

Approve Exempt Class Appointment(s)

Deputy Commissioner of Accounts – Stacy Connors – Effective 12/12/21 – 12/31/23

DPW

Approve Labor Class Appointment(s)

Laborer (3)

Approve Non Competitive Class Appointment(s)

Maintenance Mechanic – Promotional - (3)

FINANCE

Approve Provisional Class Appointment(s)

Computer Support Technician (1)

Discuss and Vote on Proposed Revisions to the Help Desk Technician Job Specification

MAYOR

Approve Completed Probationary Period(s)

Assistant Building Inspector – Robert Kocis Effective

Approve Leave of Absence(s) – Senior Planner 11/29/21 – 01/24/22

PUBLIC SAFETY

Approve Labor Class Appointment(s)

Cleaner (Police Department) (1)

Approve Completed Promotional Probationary Period(s) (Per Civil Service Rules)

Assistant Police Chief – Robert Jillson Effective 12/12/21

Fire Lieutenant – Peter Frolish – Effective 12/23/21

Fire Lieutenant – Jason Yourdon – Effective 12/23/21

Police Lieutenant – Frederick Warfield – Effective

Police Sergeant – Chris Callahan – Effective 12/19/21

Police Sergeant – Nicholas Lamkins – Effective 12/19/21

RECREATION

Approve Non Competitive Class Appointment(s)

Recreation Leader (4)

SCHOOL

Approve Labor Class Appointment(s)

Cleaner (1)

Food Service Helper (1)

Approve Non Competitive Class Appointment(s)

Clerk (part time) (1)

Custodian (part time) (2)

Food Service Cashier (part time) (1)

Keyboard Specialist (part time) (2)

School Bus Assistant (1)

School Bus Driver (4)

CIVIL SERVICE

Establish Eligible List(s)

Assistant City Engineer #66-697

City Engineer #71-015

Information Security Analyst #70-411

Public Works Dispatch Supervisor #7

Permanent Appointments from Established Eligible Lists

Assistant Police Chief #71-699 – Robert Jillson – Effective 12/11/21

Police Lieutenant #74-654 – Frederick Warfield – Effective 12/18/21

Police Sergeant #71-680 – Chris Callahan – Effective 12/18/21

Police Sergeant #71-680 – Nicholas Lamkins – Effective 12/18/21

Vacancy and Exam Announcements

Administrative Assistant Engineering – Provisional

Deputy Registrar of Vital Statistics #

Micro Computer Systems Manager – Provisional Promotion

Modernization Coordinator #66-395 and #77-642

Sign and Art Technician

Utilities Clerk #64-742

Resignations/Retirements

Deputy Commissioner of Accounts – Maire Masterson – Resignation Effective 12/03/21

Food Service Cashier – JoAnn Clark – Resignation Effective 08/30/21

Licensed Practical Nurse – Sue Norton – Retirement Effective 12/21/21

Police Sergeant – Amy Evertson – Resignation Effective 12/15/21

Program Coordinator – Wesley Clark – Resignation Effective 12/21/21

School Bus Driver – Christopher Denning – Resignation Effective 12/01/21

School Bus Driver – Charles Scarborough – Resignation Effective 09/03/21

School Monitor – Gabrielle Duchaussee – Resignation Effective 09/07/21

School Monitor – Peter Higgins – Resignation Effective 09/07/21

Prepared by: Corissa Salvo, Civil Service Coordinator